

25 JULY 2002



Personnel

FIRST TERM AIRMEN CENTER

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Pages: 4
Distribution: F

This instruction defines the responsibilities of the First Term Airmen Center (FTAC). It applies to all 460th Air Base Wing (460 ABW) and subordinate units assigned, attached or supported by the 460 ABW, Buckley Air Force Base (AFB). This publication does not apply to the United States Air Force Reserve or Air National Guard. The purpose of the FTAC is to transition first duty station airmen from the controlled environment of basic military training and technical school to one of self-discipline while stationed at Buckley AFB. Additionally, the FTAC streamlines base/unit in-processing for all newly assigned first term airmen. The FTAC attendance is mandatory for all first term airmen newly assigned to 460 ABW. Associate units are welcome to send their newly assigned first term airmen to the FTAC. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Volume 4). Comply with AF Instruction (AFI) 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act Information. For Official Use Only information comply with Department of Defense Regulation (DoDR) 5400.7-R, *DoD Freedom of Information Act Program*, Air Force Supplement (AFSUP), **Chapter 4**.

1. Responsibilities:

1.1. The Superintendent, FTAC:

- 1.1.1. Coordinate course curriculum and changes in FTAC requirements with the 460th Mission Support Squadron Commander (460 MSS /CC) and 460th Air Base Wing Command Chief (460 ABW/CCC).
- 1.1.2. Maintain a current class roster of all airmen assigned to the FTAC.
- 1.1.3. Manage the daily activities of all airmen attending the FTAC and provide a duty schedule for those attending.
- 1.1.4. Coordinate with applicable base agencies for presentations, briefers and facilitators.

1.1.5. Supervise all first term/duty station airmen arriving at Buckley through the five steps of the FTAC: In-processing, Professional Briefings, Ancillary Training, Mission Orientation and Miscellaneous Transition needs.

1.1.5.1. Provide the necessary level of supervision for those attending. Counsel attendees on conduct not within standards and recognize exemplary conduct.

1.1.5.2. Handle all administrative actions, up to and including administering letters of reprimand. Coordinate with the airman's first sergeant prior to taking any disciplinary action. Major infractions requiring non-judicial punishment and/or court martial are referred to the applicable unit squadron commander and first sergeant.

1.1.6. Provide airman's first sergeant with complete listing and dates for FTAC curriculum and the member's performance during this period and any disciplinary actions taken upon completion of FTAC.

1.1.7. Ensure airmen complete all mandatory in processing and professional briefings within the 10-duty days airmen are assigned to the FTAC. If mandatory items are not completed within the 10-duty days, schedule airmen for the next available briefing opportunity; however, duration of stay in the FTAC will not exceed 10-duty days.

1.2. 460 MSS Military Personnel Flight (MPF) Responsibilities:

1.2.1. Schedule airmen to attend FTAC.

1.2.2. Forward the list of scheduled airmen to the FTAC, Superintendent one week before class start date.

1.3. Unit Responsibilities:

1.3.1. Contact the Military Personnel Flight (MPF) to schedule newly arrived airmen for their records review and FTAC. Items accomplished/scheduled by the commander's support staff (CSS) (e.g., weigh-ins, dependent care, meal cards, dormitory room assignments, etc.) will be accomplished at the unit, prior to member attending the FTAC.

1.3.2. Maintain administrative responsibility for their airmen. (Sponsorship, scheduling of unit activities, emergency leaves, punitive disciplinary actions, etc.)

1.3.3. Notify the FTAC, Superintendent on emergency leave situations and any other personnel issues affecting the morale and welfare of airmen assigned to the course. Required leaves and permissive temporary duty (PTDY) for house hunting will be approved by the airman's assigned unit and completed prior to assignment to the FTAC.

1.3.4. Schedule all first term airmen to attend FTAC within 3-duty days following their date arrived station or completion of PTDY for house hunting. If additional time is required to facilitate special needs, this must be coordinated with FTAC. The FTAC is a mandatory requirement within the first 30 days of arrival on station.

1.3.5. Units **will not** schedule airmen assigned to FTAC for unit activities during the 10-duty day course. Airmen assigned to the FTAC **will not** be removed from the center prior to the

10-duty day period without the approval of the 460 ABW/CCC.

1.3.6. Identify required ancillary training requirements to FTAC.

2. Recall/Real-World Contingency/Exercise/Inspections Procedures:

2.1. Recall Procedures: The FTAC staff and airmen are recalled by 460 ABW command staff and will report to the FTAC classroom at the normal scheduled time. Airmen **will not** report to their squadrons--they are considered TDY to FTAC. Units will show them available for duty on strength reporting.

2.2. Real-World Contingency: In the event of a real-world contingency, FTAC airmen are released to their units for duty, after they have reported to the FTAC classroom. Each airman's unit will coordinate with FTAC staff to ensure 100 percent accountability of airmen being released to their duty sections.

2.3. Exercise/Inspection Procedures: During exercises/inspections, airmen assigned to FTAC will perform duties assigned to FTAC by 460 ABW/CC.

3. FTAC Curriculum:

3.1. Program length: The FTAC course of instruction is 10-duty days. Airmen **must** be available for the entire course.

3.2. Professional Briefings: Professional briefings reinforce some fundamental Air Force concepts. Briefings are geared to assist newly assigned airmen in their transition to Buckley AFB.

3.3. Mission Orientation: The FTAC will provide airmen a variety of tours and briefings designed to help them understand how they fit into the mission at Buckley AFB. These may include wing mission briefings, most services functions and other base support functions frequently used by first term/duty station airmen such as education and family support.

3.4. Miscellaneous Transition Needs: The FTAC will allow airmen time for personal needs related to the transition/move to Buckley AFB. Such needs may include time to register vehicles, obtain auto or home insurance and utilities for an off-base residence.

4. Surveys/Reports:

4.1. Student Surveys: The students are responsible for critiquing each briefer, the FTAC Superintendent and the FTAC program as a whole. They are required to turn it in at the end of the FTAC course. The FTAC maintains all critiques from each class and is available for all briefers to review.

4.2. Student Reports: The FTAC Superintendent is responsible for filling out a student report on each student and providing it to the unit CSS upon course completion. The report grades each student in six main areas and allows for comments by the Superintendent. The Superintendent will attach to the report the course curriculum and training completion dates. If applicable, the Superintendent will attach any disciplinary actions completed and copies of the paperwork. The unit will determine proper disposition of these unit report/information.

4.3. Follow-up Survey: Three months after a student completes FTAC, the FTAC Superintendent will send out a follow-up survey to the supervisor for feedback on the course and input on improving the program.

JAMES A. SANDS, Colonel, USAF
Commander